

11/15/96

SUBJ: AIR TRAFFIC EVALUATION CREDENTIALS

1. PURPOSE. This order provides basic standards for the issuance and use of the Federal Aviation Administration's (FAA) Air Traffic Evaluation Credential (FAA Form 7010-2). It should be used in conjunction with FAA Order 1600.25D, FAA Identification Media, Official Credentials, Passports, and Vehicle Identification Media, for the proper use of identification media and credentials.

2. DISTRIBUTION. This order is distributed to division level in Washington headquarters air traffic offices/services, the Office of Civil Aviation Security Operations (ACO); to the branch level in the Air Traffic Evaluations and Investigations Staff, AAT-20; and to regional air traffic and civil aviation security divisions.

3. CANCELLATION. Order 7010.6B, Air Traffic Evaluation Credentials, dated March 7, 1996, is canceled.

4. FORMS.

a. FAA Form 7010-2, Air Traffic Evaluation Credential (appendix 1). This serves as the identification for those employees having jump seat authorization for the purpose of assessing the effectiveness of the air traffic system and the quality of services being provided by air traffic facilities. The credential is issued upon completion and approval of DOT F 1681, Identification Card/Credential Application.

b. DOT F 1681, Identification Card/Credential Application (appendix 2). This form serves as the application and accountability for FAA Form 7010-2. Once completed, this form is considered to be incorporated into the Privacy Act System of Records in accordance with provisions of Order 1280.1, Protecting Privacy of Information About Individuals, and must be afforded the protection mandated by that order.

c. FAA Form 7000-5, Request for Access to Aircraft or Free Transportation (appendix 3). This is a record and form book of jump seat flights taken by individual employees. The books are issued by appropriate Washington headquarters offices/services and regional air traffic divisions (RATD) to eligible employees. Both copies of this form must be completed when requesting jump seat authorization. Signature authority on this form is delegated to program directors/RATD managers and AAT evaluators. The buff copy is presented to the airline operations office or the gate agent. The white copy is retained in the FAA office's administrative files. This book must be returned to the issuing office when all forms have been used.

d. FAA Form 7010-1, In-Flight/Preflight Evaluation and FAA Form 7010-3, In-Flight Monitor Report (appendix 4). All credential holders shall complete an evaluation report at the end of each flight where a credential was used. Program directors and RATD managers shall complete FAA Form 7010-3. All other credential holders shall complete FAA Form 7010-1.

5. PURPOSE OF CREDENTIAL. The Air Traffic Evaluation Credential allows the bearer jump seat authorization to evaluate the air traffic control system. The pilot has final authority to grant approval to use the jump seat. Use of the credential and FAA Form 7000-5 is highly visible and safeguards shall be taken to ensure the program is not abused. Except when associated with travel to and from a facility evaluation, all trips shall be approved by the requesting employee's Program Director/RATD manager/AAT-20 Branch Manager. **UNDER NO CIRCUMSTANCES WILL THIS CREDENTIAL BE USED TO OBTAIN FREE TRANSPORTATION FOR PERSONAL GAIN.**

6. AUTHORIZED CREDENTIAL HOLDERS.

a. Headquarters Personnel. Those authorized to hold an Air Traffic Evaluation Credential are:

- (1) The Administrator and Deputy Administrator of the FAA.
- (2) The Director and Deputy Director of Air Traffic, AAT-1 and AAT-2.
- (3) Air traffic program directors and division managers.

(4) Air Traffic Evaluations and Investigations Staff, managers, supervisors and specialists who evaluate the air traffic system and/or investigate accidents/incidents.

b. Regional Personnel. Each RATD is authorized four credentials. One is to be held by the RATD manager. The remaining three are to be distributed at his/her discretion.

c. Exceptions. Any exceptions to the above shall be approved on a case-by-case basis by AAT-1. In all cases, there shall be strict control on issuance and surrender of air traffic evaluation credentials.

7. PROCESSING THE CREDENTIAL APPLICATION.

a. Filing the Application.

(1) Applicants must complete and sign DOT F 1681. The information must be typed or printed in ink. Record in the credential justification portion of the form the following: "To obtain a credential for access to the flight deck to evaluate air traffic control facilities."

(2) The completed application and two recent passport size, color, full face photographs shall be sent to the Director, AAT-20.

b. Processing the Application.

(1) AAT-20 will review and sign all applications and submit the credential to the certifying official, AAT-1, for signature.

(2) AAT-20 will contact Washington headquarters applicants to pick up the certified credential. Regional applicants will receive the appropriate correspondence and credential by registered mail, return receipt requested. Upon receipt, the credentials shall be signed and laminated and the holder shall sign FAA Form 4650-11, Memorandum Receipt (appendix 5), and return it to AAT-20.

(3) AAT-20 shall enter the new credential holder's name into the credential tracking system and prepare a monthly List of FAA Personnel Authorized Air Traffic Evaluation Credentials for distribution to each regional air traffic division and the Air Transport Association of America for distribution to each airline operations office by the first of each month. This list will include the name and office of each individual authorized a credential and the credential number.

8. RESPONSIBILITY AND ACCOUNTABILITY. This credential is issued by the FAA and remains the property of the DOT/FAA. It is issued for official purposes and identification only. Improper use, possession, counterfeiting, or alteration of the credential is subject to penalties under Title 18, United States Code 499, 506, and 701, as well as FAA administrative and disciplinary actions. Specific responsibility and accountability are designated below.

a. Air Traffic Evaluations and Investigations Staff, AAT-20. This office is responsible for the procurement, issuance, and accountability of Air Traffic Evaluation Credentials. The office will track all issued credentials. It will maintain a file of completed DOT Form 1681, a numerical record of each credential issued including name and office of the holder, and destruction date.

b. Program directors and RATD managers shall:

(1) Be the only approving official for all travel involving use of the credential by members of their organization. Written justification and written approval must be completed prior to all trips.

(2) Complete FAA Form 7010-3 at the end of each trip taken using the credential. This form shall be forwarded directly to AAT-1 within 5 workdays of the end of the trip, with a copy kept by his/her office for one year following the end of the trip. If problems are identified, provide a copy to the involved facility, request applicable tapes be held, and request a response to AAT-20.

(3) Forward a quarterly summary of their offices' credential usage to AAT-20 within 10 workdays of the end of every quarter (negative reports required). This report should include the number of trips taken by each credential holder and the number of frequencies monitored.

(4) Ensure that they, and each employee issued a credential, have a copy of this order and Order 7000.4, Use of FAA Form 7000-5, Request for Access to Aircraft or Free Transportation, and fully understand their responsibilities and the procedures for the use of the credential and FAA Form 7000-5.

(5) Ensure that each credential holder is counseled on standards of ethical conduct and is advised that disciplinary action will be taken if credentials are used for personal gain.

(6) Establish in writing, the travel/internal office documentation criteria for use of the credential within their office. These criteria shall be in conformance with this order and Order 7000.4. Develop a detailed tracking system to monitor all credential and Form 7000-5 use. Review all travel vouchers and required in-flight monitor reports produced as a result of credential use. Review all FAA Form 7000-5 book covers for tickets that are used in conjunction with a credential. Monitor all usage of credentials for possible trends of abuse. Ensure that each manager and employee issued a credential complete FAA Form 7010-1 at the end of each trip where credentials were used. A copy of the completed form shall be held by the traveler's office for one year after the completion of the trip, then destroyed.

(7) Report to AAT-20 when they or one of their employees are no longer eligible to hold a credential (paragraph 10), and ensure that the specific credential is surrendered to AAT-20.

c. All Credential Holders shall:

(1) Read and sign the credential receipt indicating their acceptance of the evaluation credential and its obligations.

(2) Be familiar with both this order and Order 7000.4.

(3) Provide written justification (except for program directors/RATD managers) to their program director/RATD manager for approval of all trips to be taken using the credential.

(4) Ensure that all trips are taken on duty time.

(5) Follow the guidelines developed by his/her office governing the use of the credential and FAA Form 7000-5.

(6) Complete FAA Forms 7010-1 or 7010-3 (as per this order) at the end of each trip where credentials were used. The completed form shall be held for one year after the completion of the trip, then destroyed.

(7) Have the credential in their possession at all times while performing the duties associated with credential use.

(8) Safeguard the credential at all times. Report to AAT-20, with a copy to the headquarters/regional security office, the loss, theft, alteration, damage, and/or destruction of the credential in accordance with paragraph 9.

(9) Surrender the credential in accordance with paragraph 10.

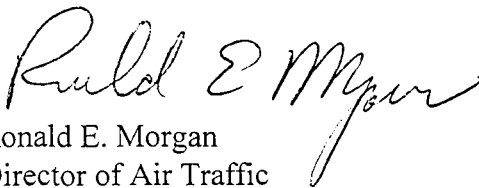
9. LOSS OR THEFT OF THE CREDENTIAL. Personnel issued a credential shall exercise care in safeguarding against its loss or theft. In the event the credential should be lost or stolen, the following steps will be taken.

a. Notification. The employee shall notify AAT-20 in writing within 48 hours of the detected theft or loss. The notification shall include all known circumstances surrounding the loss or theft and any subsequent actions taken or underway to locate or recover the credential. A copy of this notification shall be forwarded to the headquarters/regional security office.

b. Replacement. A replacement credential may be issued after the written report is received by AAT-20. The employee must complete a new DOT F 1681. AAT-20 will annotate on the reverse side of the application that the reissuance is due to loss or theft. The employee will again sign for receipt of the credential.

c. Recovery. If the lost or stolen credential is recovered, it shall be immediately reported to AAT-20 with a copy to the headquarters/regional security office. If a replacement credential has since been issued, the recovered credential shall be surrendered to AAT-20.

10. SURRENDER OF CREDENTIAL. The Air Traffic Evaluation Credential shall be surrendered to the issuing office when an employee: transfers to a position for which a credential is not authorized; terminates his/her employment from the FAA; or is found to have abused the use of the credential. Credentials recovered from these employees shall be forwarded to AAT-20 for destruction and annotation of the tracking record.


Ronald E. Morgan
Director of Air Traffic

11/15/96

7010.6C
Appendix 1

APPENDIX 1. AIR TRAFFIC EVALUATION CREDENTIAL

UNITED STATES OF AMERICA
Department of Transportation
Federal Aviation Administration

AIR TRAFFIC EVALUATION CREDENTIAL

Whose signature and photograph appear
hereon is a duly accredited
AIR TRAFFIC EVALUATOR

Assigned to the duties of evaluation of the air traffic service.
This evaluator is authorized to issue U.S. Government Form
Request for Access to Aircraft or Free Transportation and is
hereby authorized by the Administrator of the Federal
Aviation Administration to enter the flight deck of an airplane
at the discretion of the pilot in command in accordance with
PART 121 of the Federal Aviation Regulations for the
purpose of evaluation of the air traffic service.

John L. Jones
Director of Air Traffic

Jane M. Doe
EVALUATOR'S SIGNATURE

NO. XXXX

FAA Form 7010-2(5-96)

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
800 Independence Ave., S.W.
Washington, D.C. 20591

Official Business
Penalty for Private Use \$300

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 32438 WASHINGTON, D.C.
POSTAGE WILL BE PAID BY THE FEDERAL AVIATION ADMINISTRATION

**Director of Air Traffic
FEDERAL AVIATION ADMINISTRATION
WASHINGTON, D.C. 20591**

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

IF FOUND—Drop in any U.S. Mailbox, as unauthorized possession or use make offender
liable to severe penalties. Title 18, U.S.C. Sec. 499.

APPENDIX 2. IDENTIFICATION CARD/CREDENTIAL APPLICATION

IDENTIFICATION CARD/CREDENTIAL APPLICATION-PRIVACY ACT

The information on this form is requested under the authority of Titles 5 and 49, USC; Title 32, CFR; Title 40, USC 486c; and Executive Order 9397.

SUBMISSION OF ALL INFORMATION ON THIS FORM IS MANDATORY.

The purpose is to provide a ready concentration of employee personal data to facilitate issuance, accountability, and recovery of required identification/credential card(s) which are issued to employees and contractors.

This information provided will be used to issue such identification/credential card(s) as may be required to enable the employee or contractor to properly conduct assigned duties.

Providing your Social Security Number (SSN) on this form is mandatory. The information is needed to comply with E.O. 9397, which states that Federal agencies are to use the SSN to keep agency files accurate. The SSN will ensure that the information collected about you is not confused with that of others having the same or a similar name.

Your SSN does not appear on the DOT identification card.

Failure to furnish all of the information requested on this form may result in: (1) the denial of the identification media for which you are applying; (2) your inability to be identified properly; and, (3) your inability to perform all aspects of your assigned official duties.

"See Prefatory Statement of DOT General Routine Uses."

TEAR OFF
BEFORE USE

DOT F 1681

SUPPLEMENTAL
INFORMATION

DOE, JANE M. NAME (Last, First, MI)		<p>INSTRUCTIONS TO EMPLOYEE: TYPE ALL ENTRIES. THIS FORM MAY BE USED TO APPLY FOR MORE THAN ONE ITEM.</p> <p>(PHOTO)</p>	DOT COMP	EXPIRATION DATE
SOCIAL SECURITY NUMBER 123-45-6789			TITLE/GRADE	AIR TRAFFIC CONTROL SPECIALIST, GS-14
DATE OF BIRTH (Mo., Day, Yr.) 09/01/49	SEX M X F		OFFICE/SERVICE/REGION/CENTER	FAA/AAT-20
HEIGHT 5 ft. 4 in.	WEIGHT 120 lbs.		OFFICIAL STATION	WASHINGTON HQ
COLOR HAIR BR	COLOR EYES BR		DATE OF APPLICATION	02/20/94
CREDENTIAL JUSTIFICATION				
TO OBTAIN A CREDENTIAL FOR ACCESS TO THE FLIGHT DECK TO EVALUATE AIR TRAFFIC CONTROL FACILITIES.				
SIGNATURE OF APPLICANT <i>Jane M. Doe</i>			AUTHORIZING OFFICIAL (Signature, Title, Routing Symbol) <i>W. James Green</i> DEPUTY DIRECTOR, AIR TRAFFIC EVALUATIONS AND INVESTIGATIONS STAFF	

DOT F 1681 (10-94)

IDENTIFICATION CARD/CREDENTIAL APPLICATION

11/15/96

7010.6C
Appendix 3

APPENDIX 3. REQUEST FOR ACCESS TO AIRCRAFT OR FREE TRANSPORTATION

UNITED STATES OF AMERICA
REQUEST FOR ACCESS TO AIRCRAFT
OR FREE TRANSPORTATION

REQUEST NO.

AT- 0323111 **TO** **AT- 0323120**

FEDERAL AVIATION ADMINISTRATION
AIR TRAFFIC

Users should carefully read the instructions on the inside back cover

This Is An Accountable Form

FAA Form 7000-5 (1-92) SUPERSEDES 5-86 Edition

RECORD OF REQUESTS ISSUED

[illegible]

FAA 7000-5 (1-82) SUPERSEDES 5-88 Edition

UNITED STATES OF AMERICA

AT- 0323121

REQUEST FOR ACCESS TO AIRCRAFT OR FREE TRANSPORTATION

NAME OF CARRIER XXX	FLIGHT NO. 1300	MONTH 7	DATE 1/96	FROM SFO	TO IAD
NAME OF TRAVELER Jane M. Doe	SIGNATURE OF REQUESTING OFFICER Jane M. Doe			TITLE Evaluator	
SIGNATURE OF TRAVELER Jane M. Doe	TITLE Evaluator			DATE 7/1/96	
TITLE OF TRAVELER Evaluator	RESIDENTIAL NO. 1	LOCATION Washington DC HG			
REASON FOR REQUEST <input checked="" type="checkbox"/> Check applicable item(s) <input type="checkbox"/> TO OBSERVE A/C PROCEDURES <input type="checkbox"/> FLIGHT <input type="checkbox"/> IN-FLIGHT EVALUATION OF AIR TRAFFIC CONTROL					

Pursuant to the REGULATIONS of the FEDERAL AVIATION ADMINISTRATION access to aircraft or free transportation is requested for the person herein named on a SPACE AVAILABLE basis.

FEDERAL AVIATION ADMINISTRATION

This Is An Accountable Form

11/15/96


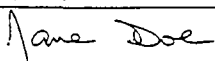
7010.6C
Appendix 4APPENDIX 4. IN-FLIGHT/PREFLIGHT EVALUATION AND
IN-FLIGHT MONITOR REPORT

Ris: AT 7010-1

INFLIGHT/PREFLIGHT EVALUATION		
1. TO: AIR TRAFFIC MANAGER NAME OF FACILITY	2. FACILITY EVALUATED: XXX	3. REGION: XXX
4. EVAL DATE: 05/10/96	5. AIRCRAFT ID: DAL1020	6. (X) IFR () VFR
7. RTE OF FLT: ATL./IAD		
8. SERVICE EVALUATED ("x" applicable items)		
<input type="checkbox"/> Pre-Flt. Brief <input type="checkbox"/> Clearance Del. <input checked="" type="checkbox"/> Local <input type="checkbox"/> Enroute <input type="checkbox"/> Airport Adv <input type="checkbox"/> ATIS <input type="checkbox"/> Departure <input type="checkbox"/> Other <input type="checkbox"/> Inflight <input checked="" type="checkbox"/> Ground <input checked="" type="checkbox"/> Approach <input type="checkbox"/> Other		
9. Evaluation: C-Commendable Q-Questionable I-Informational P-Problem		
a. Rating (I) Frequency (124.65) Time (Z) (1542) To (1550) COMMENTS (include reference if problem) PERFORMANCE MET REQUIREMENTS		
b. Rating (I) Frequency (125.8) Time (Z) (1550) To (1557) COMMENTS (include reference if problem) PERFORMANCE MET REQUIREMENTS		
c. Rating (I) Frequency (120.1) Time (Z) (1558) To (1602) COMMENTS (include reference if problem) PERFORMANCE MET REQUIREMENTS		
d. Rating (I) Frequency (121.9) Time (Z) (1602) To (1607) COMMENTS (include reference if problem) PERFORMANCE MET REQUIREMENTS		
10. Reply request by:	11. Title: AIR TRAFFIC EVALUATOR	Signature:
Region () Yes (X) No	Office: AAT-20	JANE M. DOE <i>Jane M. Doe</i>
Washington () Yes (X) No	Phone: (202) XXX-XXXX	Date: 05/18/96

FAA Form 7010-1 (4-86) Supersedes previous edition

APPENDIX 4. IN-FLIGHT/PREFLIGHT EVALUATION AND
IN-FLIGHT MONITOR REPORT


 <p align="center">IN-FLIGHT MONITOR REPORT</p> <p>U.S. Department of Transportation Federal Aviation Administration</p>	
1. Forward form within 5 workdays of evaluation to: FEDERAL AVIATION ADMINISTRATION DIRECTOR OF AIR TRAFFIC, AAT-1 800 INDEPENDENCE AVENUE, S.W. WASHINGTON, DC 20591	
2. AIRCRAFT ID	ABC1011
3. MARK <i>IFR</i> or <i>VFR</i>	(X) IFR () VFR
4. DATE OF FLIGHT	March 15, 1996
5. DEPARTURE AIRPORT	XXX
6. ARRIVAL AIRPORT	ZZZ
Rate services by the following classifications (if other than satisfactory): <p align="center">C—COMMENDABLE Q—QUESTIONABLE P—PROBLEM</p>	
a. FACILITY EVALUATED RATING FREQUENCY FROM TO	XXX P 121.9 1907Z 1922Z
COMMENTS (include reference if problem) Controller failed to ensure or confirm pilots received current ATIS information. REF: FAAO 7110.65, par. 2-9-2.d.	
b. FACILITY EVALUATED RATING FREQUENCY FROM TO	YYY C 126.95 1932Z 1937Z
COMMENTS (include reference if problem) Sector appeared to experience a high volume of (possibly complex) traffic. Controller maintained professional posture, used concise and proper phraseology and kept control of the sector. Excellent job! Good interaction with pilots.	
c. FACILITY EVALUATED RATING FREQUENCY FROM TO	ZZZ Q 134.5 2105Z 2111Z
COMMENTS (include reference if problem) Controller issued traffic 12 o'clock, 2 miles, same direction. Traffic observed 1 to 2 o'clock, approximately 2 miles. Some question on the type of separation applied. REF: FAAO 7110.65, par. 5-5-3.a.	
8. NAME	Doe, Jane
9. OFFICE	AAT-20
10. PHONE	(202) 267-5555
11. SIGNATURE	
Date	March 16, 1996

11/15/96

7010.6C

Appendix 5

APPENDIX 5. MEMORANDUM RECEIPT

MEMORANDUM RECEIPT		INSTRUCTIONS: SIGN AND RETURN TWO COPIES TO		M/R Number
				Date
Deliver To 	Name JANE M. DOE	Division or Branch AAT-20	Location Washington HQ	
Received From JOHN L. SMITH, DIRECTOR, AAT-20		Authorization		
<p>Statement of Responsibility:</p> <p>I have received the item(s) listed below and accept personal responsibility for the property. As an employee of the Government to whom public property has been entrusted, I clearly understand that: (1) I am responsible for the proper custody, care, and safeguarding of the property whether in use or in storage; (2) I am authorized to use the property for official purposes only; (3) I will either return the property to the issuing officer when no longer required for the purpose intended, upon demand, transfer, or separation from the Government; (4) I am responsible for making good the loss or destruction of or damage to the property and may be held financially liable unless I can show to the satisfaction of the Survey Officer by "Report of Survey, FAA Form 4630-8" setting forth the circumstances of the case, that the loss, damage, or destruction of the property was not occasioned by any fault, abuse, or neglect of mine.</p>				
QUAN	ARTICLE AND SERIAL NUMBER	PROPERTY ID OR SERIAL NO	NEW OR FAIR VAL.	
	<p>I acknowledge receipt of and accept possession of Air Traffic Evaluation Credential No. XXXX. I agree to use this credential only for the purposes for which it is authorized. When requested by the Air Traffic Evaluations and Investigations Staff, AAT-20, or when leaving a covered position, I agree to surrender this credential to AAT-20.</p> <p>I certify that I have received and understand Orders 7010.6X, Air Traffic Evaluation Credential and 7000.4, Use of FAA Form 7000-5, Request for Access to Aircraft or Free Transportation. I have also received an ethics briefing on the proper use of the Evaluation Credential and will comply with all aspects of the program.</p>			
<p><u>Jane M. Doe</u> <u>3/8/94</u> _____ _____</p> <p>SIGNATURE OF USER DATE OF ISSUE SIGNATURE OF ISSUING OFFICER DATE RETURNED</p>				

FAA Form 4650-11 (11-81)

